



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

CEPOH-DE (100)

12 November 2002

COMMANDER'S POLICY MEMORANDUM #11

SUBJECT: Commander's Open Door Policy

1. Purpose: You have heard me say that I want the Honolulu District to be the best place for the best people to work. In large measure this is true already: we have exceptional people working in the District, and I know that exceptional people are in constant demand. I don't want to lose people with exceptional talent; I want to keep you working *here!* I've established this Open Door Policy to help do that.
2. Policy: My intent is to be available to you. You can reach me through electronic mail; schedule an appointment to see me; contact me by phone; or you can discuss issues quarterly during lunch, in Building 230, Room 322 (schedule to be announced). For those of you who are located at remote locations, I will make myself available for a Video TeleConference (VTC) session. While I want to be accessible to you, my open door policy is not intended to circumvent the normal chain of command or other administrative procedures already in place to resolve certain issues. I want you to try to resolve issues at the lowest level possible.
3. Part of my vision for the Honolulu District is that employees will enjoy coming to work. If there are issues that stand in the way of this vision, I want to try to resolve them. And, let me add I believe other leaders in the District want to resolve them as well. We can make Honolulu District ***the best place for the best people to work!***

A handwritten signature in black ink, appearing to read "D.C. Press".

DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

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